

9 JUN 1976

Approved For Release 2001/07/16 : CIA-RDP79-00498A000300010016-0

Checklist for Secretary of State Visit

15 June 1976

Preparations will be made to videotape and take motion pictures of the Secretary's address in the auditorium. (OTR action)
The Secretary's arrival and walk through the lobby before and after his address at approximately 1230 hours will be filmed also. (OL action)

Preparations will be made to permit Secretary and his entourage through the gate (to be determined after meeting with Secret Service) and to the auditorium. Area around quadrangle will be cleared but it will not be necessary to clear the Front parking nor the VIP lot. (OS action)

Stanchions will be placed outside the main entrance so that the Secretary, DCI, et al can walk through the lobby, past the CIA memorial and use the DCI's elevator after his address. Elevator should be waiting. (OL and OS action)

Arrangements will be made to pipe-in the address to the lobby of the Hqs Bldg. If necessary, extra phone service, private line to WH or State, will be provided. (OC action)

STATINTL

Tables in EDR will be set up in accordance with Ms. [REDACTED] instructions. Menu will also be in accordance with Ms. [REDACTED] instructions. (OL action)

Tickets (see OP attachment)

Stage seating (see OP attachment)

Auditorium seating (see OP attachment)

Ushers (see OP attachment - OP action)

Tickets (see OP attachment). There will be no programs printed.

Question: State Dept seal?

Question: Q & A period following the address?

NOTE: CIA Today & Tomorrow can begin its program after the Secretary's address and after the auditorium has been cleared at approximately 1330 hours, but no one will be using the auditorium in the morning.

(cont.)

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An Employee Bulletin will be prepared for issuance late Friday, 11 June or early Monday, 14 June alerting all employees to the visit so that those persons who cannot be accommodated in the auditorium can hear the address in the lobby. (EO-DDA action)

Office of Personnel responsibilities

1. On Stage Seating:

Knoche	DDCI	Kissinger	DCI	D/DCI/ICS
Lectern				

2. Reserved Seating -- Rows A and B, Center Section: (19 seats)

Deputy Directors	5
Associate Deputy Directors	5
Heads of Independent Offices	5
	<hr/> 15

4 seats remaining for
Dept. of State representatives

3. General Seating:

Allocation by percentage of Headquarters strength by Directorate will be made.

4. Tickets:

Two types of ticket will be printed -- one saying "Reserved" and one saying "General"

5. Lobby-onlookers

When distribution of tickets to the Directorates are made, a request will also be made for an equal number of employees to be present in the lobby of the Headquarters Building.

6. Flowers:

LSD/OL will be asked to make the necessary arrangements.

7. Ushers:

Each Directorate will be requested to provide ushers.

Question:

Should the Agency seal be used on the lectern or will State provide the Secretary's seal?

Address By

THE HONORABLE HENRY A. KISSINGER

SECRETARY OF STATE

Tuesday, 15 June 1976
12:30 p.m.

Headquarters Auditorium

General Seating

Admission by
Ticket Only

Please be seated
by 12:15 p.m.

Address By

THE HONORABLE HENRY A. KISSINGER

SECRETARY OF STATE

Tuesday, 15 June 1976
12:30 p.m.


Headquarters Auditorium

Reserved Seating

Admission by
Ticket Only

Please be seated
by 12:15 p.m.

Ticket Distribution

STATINTL	<u>% of Agency Hqs. Population</u>	<u>of 550</u>	<u>Suggested Distribution</u>
O/DCI			
ICS			
DDA			
DDO			
DDI			
DDS&T			
		542	550